

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Friday, July 25, 2014 – 10:30 A.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Millan, Ritchie, Teichmiller

Members Absent: None

Call Meeting to Order: Chair Teichmiller called the meeting to order at 10:30 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and David Krug, ADRC-NW Board Member. Bix and Krug arrived at 10:37 A.M.

Public Comment & Introductions: There were none.

Approval of the Agenda: Millan moved to approve the agenda with twelve items; Ritchie seconded. All Ayes. Motion Carried.

Approval of the Minutes of the Joint May 1, 2014 Executive/Personnel Committee – Finance Committee Meeting: Millan moved to approve the minutes of the Joint May 1, 2014 Executive/Personnel Committee – Finance Committee meeting; Teichmiller seconded. All Ayes. Motion Carried.

Move to Closed Session under Sec. 19.85 (1) (c) for Citizen Board Member

Application Review: Bix moved to go into Closed Session under Sec. 19.85 (1) (c) to consider Citizen Board Member Applications; Millan seconded. Roll Call: Bix – Yes; Millan – Yes; Ritchie – Yes; Teichmiller – Yes. Yes - 4; No - 0. The meeting went into Closed Session at 10:55 A.M. Parkkila and Krug stayed through the Closed Session.

Move to Open Session: Bix moved to return to Open Session; Millan seconded. All Ayes. The meeting moved to Open Session at 11:42 A.M. Bix moved to recommend to the full Board of Directors that it approve Judith A. Troyk and Beverly Tuckwell to fill vacancies on the Board with Bill Gustafson and Sue Gleason recommended as alternates; Millan seconded. All Ayes. Motion Carried.

ADRC-NW Employee Health Reimbursement Accounts: Two of the ADRC-NW employees have funds remaining in their Health Reimbursement Accounts (HRAs). Under the new health insurance plan, HRAs are no longer needed or allowed. The employees have until October 1, 2014 to submit all claims against these accounts; these claim payouts are non-taxable to the employee. However, if the remaining monies are then paid out to the employees, taxes would be due on those amounts. Ritchie moved to recommend to the full Board that it pay out any excess monies in the HRAs to the

employees after all claims are paid; Millan seconded. All Ayes. Motion Carried. Another ADRC-NW employee has a non-funded HRA. In order to be fair, her HRA should be funded on a pro-rated basis for the first six months of the year and paid out. The full amount paid out would be taxable. Ritchie moved to recommend to the full Board that it fund and pay out the HRA for the Medford employee on a pro-rated basis. Millan seconded. All Ayes. Motion Carried.

Part-Time Employee Health Insurance Premiums: After review and discussion, Bix moved to recommend to the full Board of Directors that it approve the following addition to the Employee Handbook: Employees working at least 1200 hours per year are eligible for the employer-offered health insurance. Part-time employees carrying the employer-offered health insurance will be required to pay the standard 12% of the total premium plus a percentage of the employer's portion, based on the number of hours the employee works below a 40-hour work week. Millan seconded. All Ayes. Motion Carried.

New Health Insurance Program Options for 2015: A new health insurance option will be available for 2015 through the Wisconsin Public Employers' Group Health Insurance Program. It is a high deductible/high co-insurance option. Parkkila will check with the employees to see if they wish to change their coverage. Since a change would mean higher out-of-pocket costs to the employees, they will probably not opt for the new option. If they do opt to change, the Committee will take further action. No Action Taken.

Future Agenda Items: As needed.

Set Next Committee Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be at the call of the Chair.

Adjournment: With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 11:55 A.M.

Handouts: Minutes of the May 1, 2014 Joint Executive/Personnel Committee - Finance Committee meeting; applications for the Board of Directors; Wisconsin Department of Employee Trust Funds Employer Bulletin Vol. 31, Local B, May 30, 2014.